



Request for Records Pursuant to the Colorado Open Records Act

Date of Request: _____ Time of Request: _____

Name: _____ Phone Number (daytime): _____

Address: _____

Specific Description of the Record Desired: _____

Signature

**Please return completed form to the Moffat County Attorney's Office,
221 West Victory Way, Suite 120, Craig, CO 81625 or fax it to 970-826-3408.**

****Pursuant to Resolution #2007-70**

Public: Twenty-five cents per standard page or a fee not to exceed the actual cost of providing a copy, printout or photography of a public record in a format other than a standard page, or the fee established by department, office or board, whichever is less.

Moffat County Employees: The first twenty-five (25) pages of a current employee's personnel file per employee per calendar year are free. Additional copies of an employee's personnel file shall be charged at the current rate established by the Human Resources Department, not to exceed the rate charged to the public. Additional copies of all other requests shall be charged at the rate charged to the public.

Do not write below this line – this section is to be completed by Moffat County.

Date and Time Received: _____ Date and Time Due: _____

Response Date: _____ Response Time: _____

Method of Delivery: _____

Number of Pages: _____ Amount Paid: \$ _____

By: _____

Denial of Request and Basis of Denial: _____

Pursuant to the Colorado Open Records Act, Moffat County normally has three working days to respond to this request. Upon a written finding made within three working days that extenuating circumstances exist, Moffat County may extend the response time to seven working days.